

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 14.06.00
SUBJECT: VOIDING THE NOTICE OF INFRACTION/CITATION
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2000, 2001, 2002, 2003, 2004

1. POLICY A citation may be voided due to written mistake, or error of law or judgment at any time prior to data entry or transmittal to court. Thereafter, it must be dismissed with command staff approval.

A. In voiding an issued citation prior to data entry or transmittal to court, the following steps should be taken:

1. The officer will contact the immediate supervisor as soon as possible to explain the reason the citation should be voided and to permit the supervisor to review the officer's action.

2. The officer shall print "VOID" along with a brief, concise statement of the reason for the voiding on all copies of the citation.

3. The supervisor shall sign and date the citation and forward all copies of the voided form to the records section, and to the court if the violator still possesses the issued copy.

B. In voiding an issued citation after data entry or transmittal to court, the following steps should be taken:

1. The officer will contact the immediate supervisor as soon as possible to explain the reason the citation should be voided and to permit the supervisor to review the officer's action.

2. The officer will prepare a memo to the court explaining the circumstances and requesting the citation be dismissed. The memo must be approved by the officer's supervisor and operations lieutenant. The Lieutenant will forward the memo to the court. A copy of the memo will be directed to data entry.

Chief of Police

Date